Instructions for Using the Online System, 2013

Go to the website: https://jc.activeoutdoorsolutions.com/wi_ises/login/login.do

If you have never logged in, select the "First Time Users" heading and follow the prompts.

If you do not have an instructor number, contact the Assistant Furbearer Ecologist to obtain one, 608-261-6452, or Geriann.albers@wisconsin.gov

After you have setup your account, log in on the main screen:

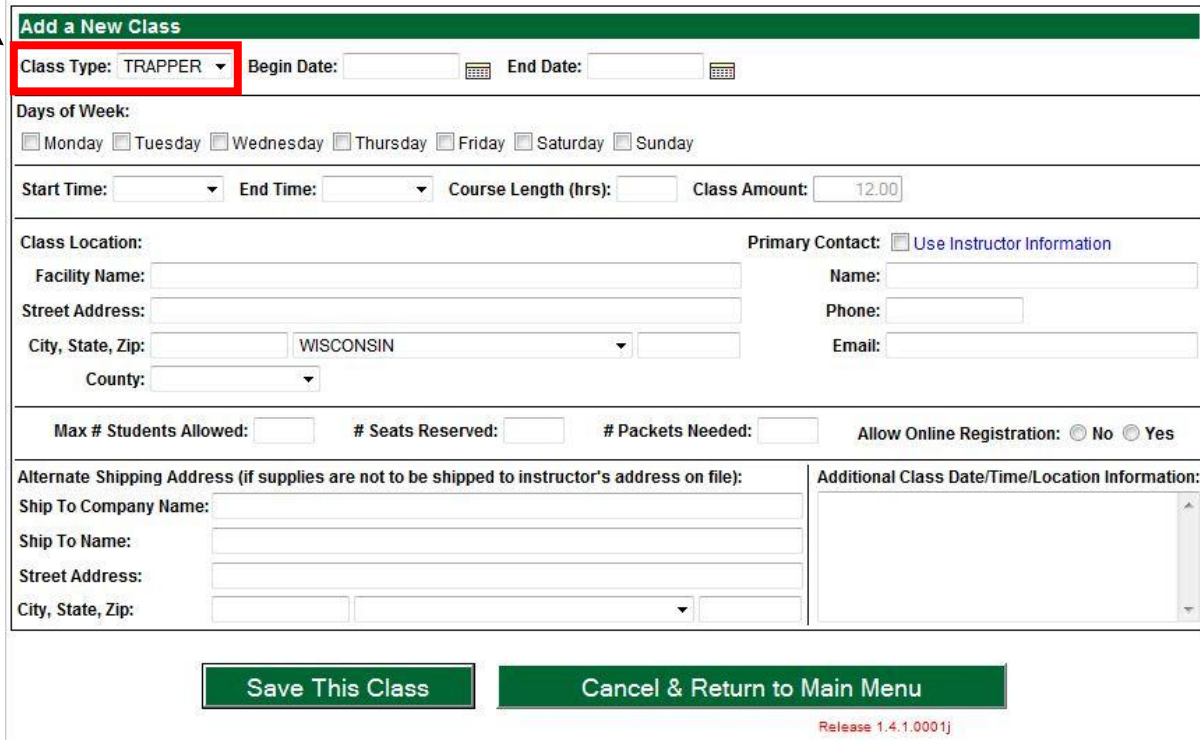Once you log in, you will see this screen:

ADD A NEW CLASS

Now, there are a few things you can do from here. First, we will go through how to create a new class. Select "Add a New Class" from the menu on the left.
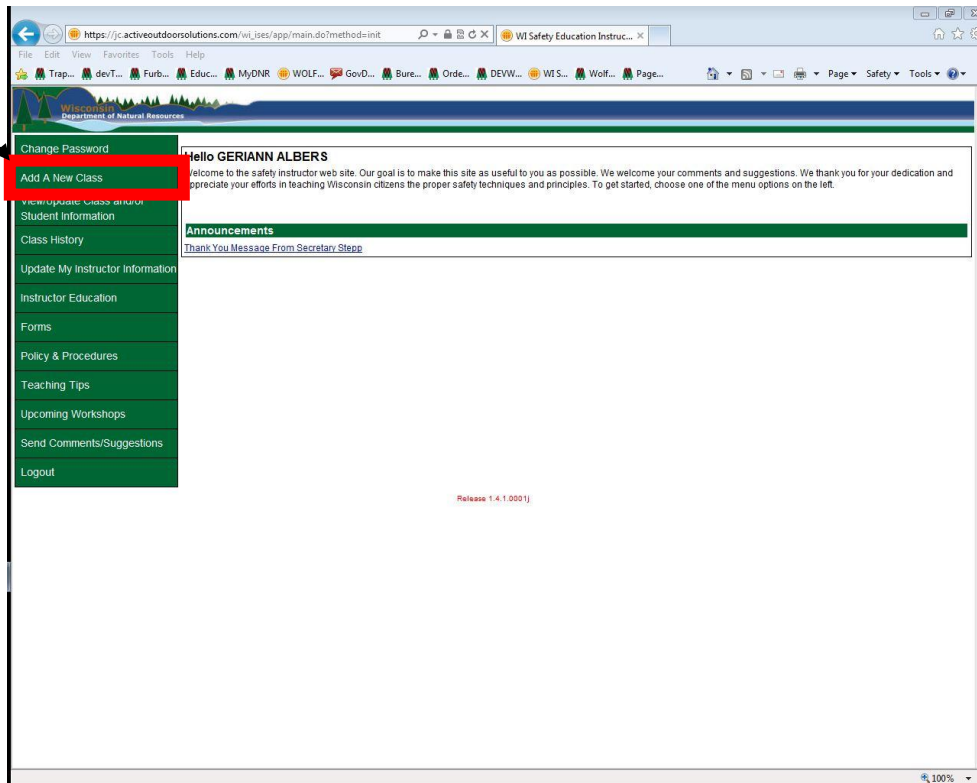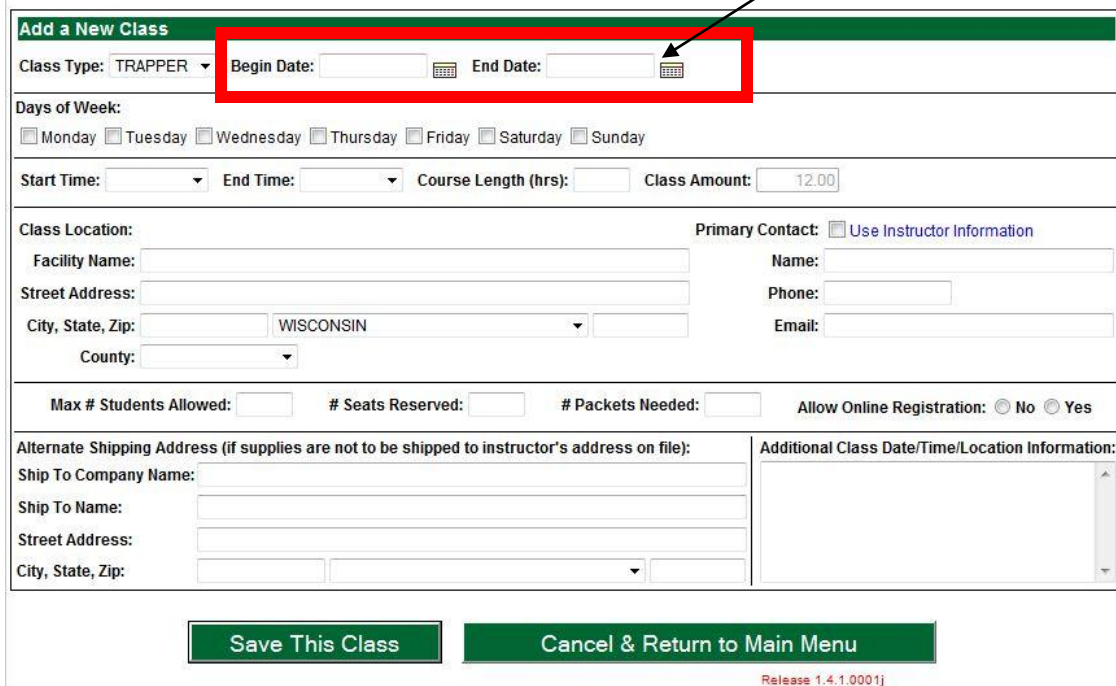

Then you will see this screen.

Next step is to fill out the form. Start by making sure the "Class Type" is set to Trapper

Add a New Class

Class Type: TRAPPER ▾   Begin Date: _____ 📅   End Date: _____ 📅

Days of Week:
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Start Time: _____ ▾   **End Time:** _____ ▾   **Course Length (hrs):** _____   **Class Amount:** 12.00

Class Location: **Primary Contact:** ☐ Use Instructor Information
　Facility Name: _____   Name: _____
　Street Address: _____   Phone: _____
　City, State, Zip: _____ WISCONSIN _____ ▾ _____   Email: _____
　County: _____ ▾

　Max # Students Allowed: _____   # Seats Reserved: _____   # Packets Needed: _____   Allow Online Registration: ◉ No ○ Yes

Alternate Shipping Address (if supplies are not to be shipped to instructor's address on file):   Additional Class Date/Time/Location Information:
Ship To Company Name: _____
Ship To Name: _____
Street Address: _____
City, State, Zip: _____ _____ ▾ _____

Save This Class   **Cancel & Return to Main Menu**

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Then select the start and end date of you class

Add a New Class

Class Type: TRAPPER ▾   Begin Date: _____ 📅   End Date: _____ 📅

Days of Week:
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Start Time: _____ ▾   **End Time:** _____ ▾   **Course Length (hrs):** _____   **Class Amount:** 12.00

Class Location: **Primary Contact:** ☐ Use Instructor Information
　Facility Name: _____   Name: _____
　Street Address: _____   Phone: _____
　City, State, Zip: _____ WISCONSIN _____ ▾ _____   Email: _____
　County: _____ ▾

　Max # Students Allowed: _____   # Seats Reserved: _____   # Packets Needed: _____   Allow Online Registration: ◉ No ○ Yes

Alternate Shipping Address (if supplies are not to be shipped to instructor's address on file):   Additional Class Date/Time/Location Information:
Ship To Company Name: _____
Ship To Name: _____
Street Address: _____
City, State, Zip: _____ _____ ▾ _____

Save This Class   **Cancel & Return to Main Menu**

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You can select days of the week the class will be occurring, but it is optional. Next, set the start and end time for the class. Fill in the course length for the class. If your start times are variable, you can make note of that in the additional information later. Put the start time for the first day of your class, and what time it ends on the last day.

Next, fill out the information on the location of the class. Keep in mind, the address you provide should be for where the students are going, not your personal address. Don't forget to select your county from the drop down menu.

Then, you will give the contact information for the class. If you are the main instructor, you can check the "Use Instructor Information" box. If you want someone else to be the primary contact, put their information into the boxes.

Next, you will put in the maximum class size. If you have students who have signed up by phone or email already, you can put in "# Seats Reserved" to save spots for those folks. **For "# Packets Needed", put 0**. Contact The WTA Statewide Coordinator (John Irwin, 715-341-7596; jdi1956@yahoo.com) WDNR Statewide Trapper Ed Coordinator (Geriann Albers, 608-261-6452, Geriann.albers@wisconsin.gov) to order Trapper Ed supplies.

The "Allow Online Registration" allows a student to click a button to sign up for the class. You then go in to contact the students or manage the list as necessary after the class is full. If you would like to try this, you may, but otherwise say "No" and have the students call or email you to sign up as you have in the past. You can leave the "Alternate Shipping Address" blank. Keep in mind if you do allow Online Registration, you may contact your students through this system. More on that later, but students so far are often confused by that option so you may want to leave it as calling or email sign up for now.

In "Additional Class Date/Time/Location Information" box is where you can add details about the class. List every day the class meets, and start time for each day. Let folks know if they need to do anything in advance to confirm they are attending (like come to a sign-in night). Anything like that can go in that box.

Finally, select "Save This Class". If you did not fill out something that needs to be filled out, you will receive a prompt at the top of the screen in red letters and the sections you skipped will appear in red text.

A correctly filled out class should look like this.

Then after you select "Save This Class", you should see a screen like this.

You will also receive an email to the email account you provide that confirms the class was submitted successfully that will look like this:

MODIFYING A CLASS

From the successfully submitted screen, select "Return to Main Menu". From here, you may view/update your class and add student information. From the Main Screen, select "View/Update Class and/or Student Information".

You will then see a screen listing any in-progress classes, as well as any completed class with outstanding rosters or payments (meaning you haven't submitted them yet).

If you click on the "Class ID" for your class, it will take you to the class screen.

Wisconsin
Department of Natural Resources

View/Update Pending Classes

Instructor: GERIANN ALBERS   Instructor #: 34090

Click on Column Headings to Sort Results

Click on the class below to
- Edit the class information
- Add/remove instructors
- Open/close student enrollment
- Add/remove students
- Update student roster and/or grades
- Submit completed class roster and/or fees

In Progress Classes:

Class ID	Type	Location	Start Date	Status	Roster Submitted
56926	TRAPPER	FRTC	05/10/2013	DNR APPROVED	No

Completed Classes with Outstanding Rosters or Payments:

Class ID	Type	Location	End Date	Roster Submitted	Fees Submitted
No records found					

Return to Main Menu

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Class Screen:

Wisconsin
Department of Natural Resources

Update Class

Class Type: TRAPPER ▼   Begin Date: 05/10/2013   End Date: 05/10/2013

Days of Week:
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☑ Friday ☐ Saturday ☐ Sunday

Start Time: 08:00 AM ▼   End Time: 05:00 PM ▼   Course Length (hrs): 8   Class Amount: 12.00

Class Location:

Facility Name: FRTC

Street Address: 4439 BUCKLEY RD

City, State, Zip: MADISON   WISCONSIN ▼   53707

County: DANE ▼

Primary Contact: ☑ Use Instructor Information

Name: GERIANN ALBERS

Phone: (608)261-6452

Email: GERIANN.ALBERS@WISCONSIN.GOV

Note: Information entered or edited in this area will be stored for this class only. For permanent changes to instructor information, click on "Update My Instructor Information" on the main menu.

Students Currently Enrolled: 0   Max # Students Allowed: 1   # Seats Reserved: 1   # Packets Needed: 0   Allow Online Registration: ● No ○ Yes

Alternate Shipping Address (if supplies are not to be shipped to instructor's address on file):

Ship To Company Name:

Ship To Name:

Street Address:

City, State, Zip:

Additional Class Date/Time/Location Information:

TEST CLASS. FIRST DAY STARTS AT 8 AM. SECOND DAY BEGINS AT 9 AM. MUST ATTEND ORIENTATION AT 6 PM ON THURSDAY, MAY 9.

Additional Instructors:

Name	Type	Hours	Phone	
GERIANN ALBERS	MAIN	8.0		Edit Hours

Add Conservation Warden
Add Instructor(s)

Return to Main Menu   **Save Class Updates**   **Manage Students**

Submit Final Roster and/or Class Fees

From this screen, you can add Instructors and Conservation Wardens

To add an instructor, select the add instructor box. You will need to enter their Instructor Number and the number of volunteer hours for the class. It is very important to add ALL instructors who assisted. This is how apprentice instructors get credit for their two courses and how instructors stay active in the system. If an instructor does not assist with a class for several years, they will be locked out of the system and become "inactive".

Once you've entered an instructor number and hours, they will appear below your name. You can add Instructors before or after the class, it does not matter. If you add them before the class, and something happens and they can't attend, you can always delete them from the roster. After you've added all instructors, select "Return to Class".

To add a warden, select the "Add Conservation Warden" button.

If you know the Warden's instructor number, great. You can enter it. If not, you can search by last name. Make sure you set "County" to "All" and "RSW Region" to "All". Then enter the last name and select the "Warden ID" of the correct warden.
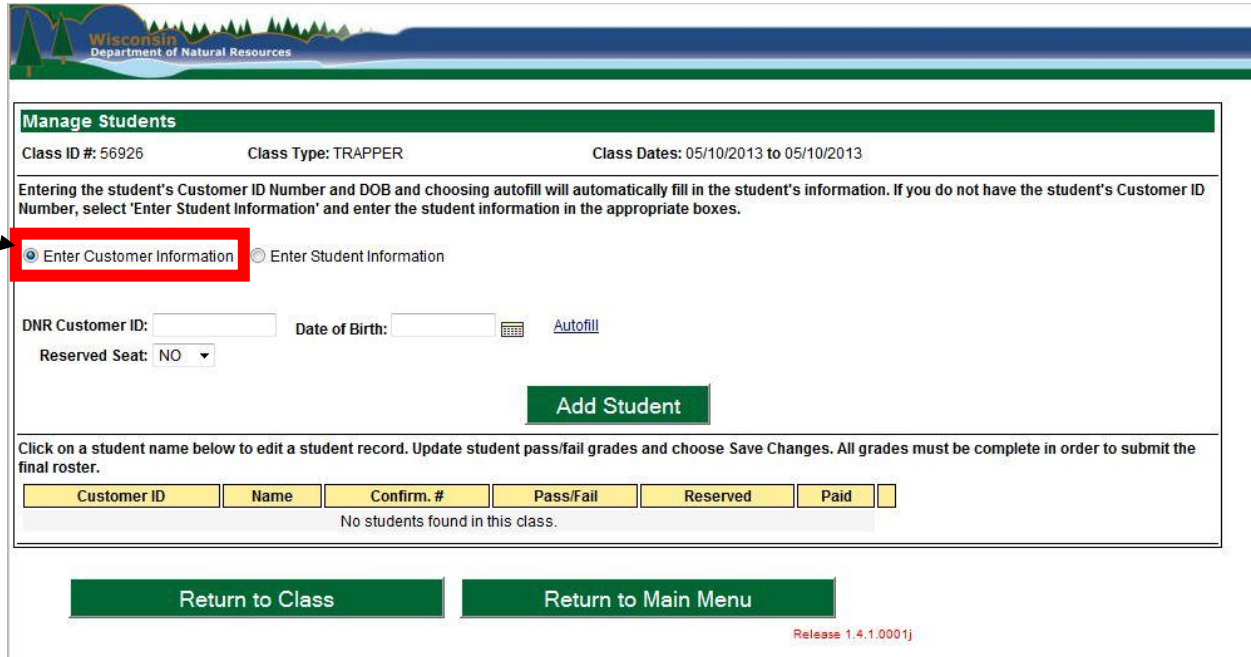
After you have selected the appropriate "warden id" number, you will see this screen. This will give you directions to get a hold of a warden if you have not already lined one up and confirm they have been added to your class. From here, select "Return to Class".

The next important thing you will need to do from this screen is "Manage Students".

When adding students, you have two options to add them. You can either add by Customer Information, or enter Student Information. For Customer Information you will need their DNR customer ID number and their Date of Birth. For Student Information, you will need name, date of birth, address, city, state, zip, and phone. You can also ask for email, but that is optional. You can switch between the views by selecting the appropriate bubble.

Once you've added a student, their name will appear along with a confirmation number. The system will only let you add as many students are your maximum, so if you decide to allow more students than you originally specified, you will need to go back to the class page and increase your maximum number of students allowed. Once you add as many students as your maximum, the options to add customer or student information will gray out and be unselectable. If a student drops out of the class, you may delete them from the roster.

Once you have added students, or they have added themselves if you allow online registration, you may email them by selecting "Send Email to Students".

Then you will see the below screen and you can draft your email. Keep in mind, only students with email addresses online will receive the email.

AFTER CLASS

When your class is near completion, you can print temporary student certificates if you would like. To do so, select the "print student certificates" button.

The certificates will look like this:
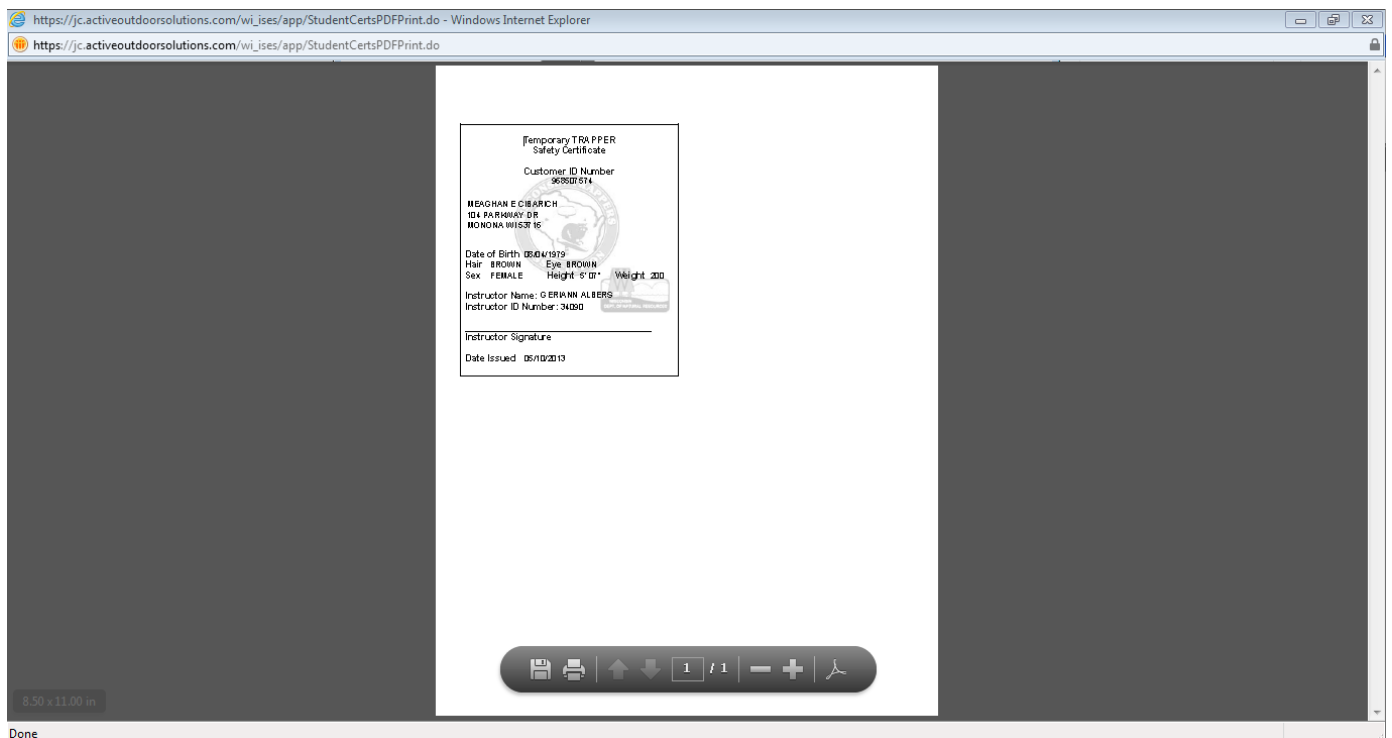
Students will get their permanent certificates in the mail, but these can be temporary until they get them. There is a place for you to sign and these can be given out at "graduation" along with their patches and yellow copies of their triplicate form. Triplicate forms still need to be filled out and submitted with a copy of the roster!

After the class is over, you select whether the student passed or failed.

Once all students have been marked as pass or fail, you MUST SAVE CHANGES! This part is important.

From here, you can print the roster to go with the triplicate forms.

Roster front

LEAVE BLANK – DNR USE ONLY					

Student # _____ to _____   Date Issued

Course #: _____
Class Type: TRAPPER
# of Student Packages: 0
Instructor's Name: ALBERS, GERIANN
Start Date: 05/10/2013

State of Wisconsin
Department of Natural Resources
Safety Course Roster and Remittance
Form 2500-095 (R. 12/08)

H	☐	Hunter (s.29.591 Wis. Stats.)	B	☐	Boating (s.30.74(1) Wis. Stats.)	MAIL ROSTER, STUDENT CARDS, CHECKS AND/OR MONEY ORDERS TO:
R	☐	Bowhunter (s.29.591 Wis. Stats.)	A	☐	ATV (s.23.33(5)(b), Wis. Stats.)	Department of Natural Resources
F	☐	Advanced Rifle	S	☐	Snowmobile (s.350.055(2), Wis. Stats.)	Bureau of Law Enforcement P.O. Box 7921
G	☐	Advanced Shotgun	M	☐	Advanced Muzzleloader	Madison, WI 53707-7921
I	☐	Hunter Internet Field Day	T	☒	Trapper	

Notice: The Lead Instructor is required to complete this form to document instructors, students and payment of fees for safety courses required under Sections 29.59, 30.74, and 350.05, Wis. Stats. Personally identifiable information collected may be used for participation in surveys, eligibility for approvals, law enforcement purposes and may be provided to requesters as required by Wisconsin's Open Records law [ss. 19.21–19.39, Wis. Stats].

Complete Student Information on the reverse accurately. Do not pass the roster around the class or share it with others.

Class Dates		Course Length	No. of Students	Class fee payable to DNR:	
Start Date	End Date				
05/10/2013	05/10/2013	8	1	$ _____	Total Fees Collected ($10/student)

Complete for Hunter Education Course Only:							$ _____	(Minus) Instructor Expenses
Shooting Facilities Available?	☐ Yes	☐ No	Shotgun Firing?	☐ Yes	☐ No		$ _____	Total Fees Remitted to DNR (Must be at least 50% of the total fees collected
Rifle Firing?	☐ Yes	☐ No	Bow and Arrow?	☐ Yes	☐ No			

* Include name and instructor number of ALL instructors taking part in this course.
* COMPLETE ALL student information.
* Make a copy of this roster for your records.

County
DANE - 13

Total Volunteer Instructor Hours Involved in Conducting This Course (Include Preparation) for all instructors involved
16

Lead Instructor (type or print)	Lead Instructor Hours Volunteered	Instructor No.
ALBERS, GERIANN	8	34080

I certify these records to be true and accurate.

Lead Instructor Signature	Date Signed	Telephone Number

Address	City, State, ZIP Code 101 S WEBSTER, WI, 53703	

All Other instructors (type or print)	Hours Volunteered	Instructor No.	All Other instructors (type or print)	Hours Volunteered	Instructor No.
Print/Type OLSON, JOHN F	8	34657	Print/Type		
Sign			Sign		
Print/Type			Print/Type		
Sign			Sign		
Print/Type			Print/Type		
Sign			Sign		
Print/Type			Print/Type		
Sign			Sign		
Print/Type			Print/Type		
Sign			Sign		

If space is needed for additional instructors please use another sheet of paper.

Conservation Warden (type or print)	Instructor No.
KROEPLIN, NATHAN A	21025

For Faster Service, Please Double Check Your Roster for Accuracy. Thank You!

Roster back

Safety Course Roster and Remittance
Form 8500-055 (R 5/08)

Student information (type or print)
Please use complete given names—do NOT use nicknames

			DNR Course ID
			55535

DNR Cust No#	Last Name	First	MI	Complete Address
953507574	CIBARICH	MEAGHAN	E	104 PARKWAY DR
☐ Pass ☐ Fail	Birthdate (M-D-Y) 03/04/1979	Telephone Number		MONONA, WI, 53716
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		

It looks a little different than our previous roster, but not too much. From here, you are almost done! Your last step will be to submit your roster and fees. To do this, select "return to class" at the bottom of the screen.

Then select "Submit Final Roster and/or Class Fees".

You will see a screen asking you to certify the information you are submitting is true. This is just to remind folks that saying people passed who did not take the course is discouraged. DO NOT continute if you are still adjusting your roster. This is your last step. If you have the roster complete, click YES, I Agree.

Course fees can ONLY be submitted through this website by credit or debit card. If you need to pay by check, please send it with the printed roster. Changing student status to "passed" will update their accounts to show they have passed, so you can still submit fees the old way. You MUST submit at least half of the course fees. You may keep the other half, no questions asked, for expenses. If you have expenses over half of the fees, submit receipts to the WTA Statewide Trapper Education Coordinator for reimbursement. If you'd like to submit fees online, you will see this screen.

Put your expenses into the box labeled "Minus instructor Expenses".

Submit Final Class Roster & Fees

Class ID #: 56926   **Class Type:** TRAPPER   **Class Dates:** 05/10/2013 to 05/10/2013

Thank you for choosing to electronically submit your class information & fees.
This site provides you a secure, easy and convenient method to submit your class fees.

Payment Method
We accept VISA and MasterCard

Total Fees Collected at $12.00 per student: $12.00

Minus Instructor Expenses: [_____]

Total Amount to be Submitted to DNR: $12.00

Credit Card Payment Information

Card Type: VISA ▼

Card Number: [_____]

Card Identification Number: [_____]   Help for Card Identification Number

Expiration Month/Year: January ▼ / 2013 ▼

Charge Amount: $12.00

Enter the Name and Zip Code that appear on your credit card or bank statement

Name: [_____]

Zip Code: [_____]

Complete Payment

Pyaments Processed by Active Merchant Services, Part of the Active Network, Inc.

Cancel & Return to Main Menu   Cancel & Return to Class

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Then enter your credit/debit card information and the name and zip code on your statement. This is your BILLING zip code.

Submit Final Class Roster & Fees

Class ID #: 56926	Class Type: TRAPPER	Class Dates: 05/10/2013 to 05/10/2013

Thank you for choosing to electronically submit your class information & fees.
This site provides you a secure, easy and convenient method to submit your class fees.

Payment Method
We accept VISA and MasterCard

Total Fees Collected at $12.00 per student: $12.00
Minus Instructor Expenses: 6.00
Total Amount to be Submitted to DNR: $6.00

Credit Card Payment Information

Card Type: VISA

Card Number:

Card Identification Number: Help for Card Identification Number

Expiration Month/Year: January / 2013

Charge Amount: $6.00

Enter the Name and Zip Code that appear on your credit card or bank statement

Name:

Zip Code:

Complete Payment

Pyaments Processed by Active Merchant Services, Part of the Active Network, Inc.

Cancel & Return to Main Menu	Cancel & Return to Class

Release 1.4.1.000

Then select "Complete Payment".

You will then see this screen:

You have successfully submitted your fees. Mail the triplicates and a copy of the printed roster to the Statewide Trapper Education Coordinator so they can put it in their records and send it on to the DNR for their paper records. The student's account will automatically update with their new trapper ed number at midnight the night you mark them as "passed".